

**COVID Procedures Notes:**

- If a child or staff member in the center tests positive for COVID -19, any person that has been exposed (per CDC definition of exposure) will be quarantined per procedures. This may result in closing of a classroom and/or center if multiple people test positive for COVID and/or have been exposed.
- CDC definition of exposure: *Having close contact (within 6 feet or less for a cumulative total of 15 minutes or more over a 24-hour period, this applies regardless of the use of face coverings) during the infectious period. Infectious period is 2 days prior to onset of symptoms, or 2 days prior to test date if asymptomatic until the point they enter isolation.*

**SCREENING CHILDREN AND PARENTS or DESIGNEE  
FOR SYMPTOMS OF COVID 19 PRIOR TO ENTERING THE CENTER**

**PURPOSE/SCOPE:** To reduce exposure to COVID 19, adhere to CDC recommendations and DHR guidelines when screening children and adults, including staff, when entering the centers.

**NOTES:**

Staff entering building follow same process per their procedures (self-check at home; re-check at center; no entry to building if symptoms; call supervisor to report; medical attention, quarantine, etc.)

**A list of symptoms for both children and adults is prominently displayed for anyone coming into the center to read. This list is subject to change as research and CDC guidelines are updated.**

- *Symptoms include: Fever (100.4 or higher), chills, cough, shortness of breath or difficulty breathing, fatigue, headache, muscle or body aches, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, confusion, loss of smell or taste.*

Screening for each person entering the center will include

- 1) Temperature readings of every child and adult using infrared thermometer.
- 2) Health questions-
  - Have you or your child taken fever reducing medicine in the last 24 hours?
  - Have either you or your child or anyone in your household had any severe COVID-19 symptoms in the past 24 hours or come into contact with anyone that has?
  - Have you been in contact with anyone with a positive COVID-19 diagnosis in the past 14 days?

**Failed Health Screening** = If Temperature is above 100.4 F (38 C) or adult answers YES to any of the health questions

**Passed Health Screening**= If Temperature is below 100.4 F (38 C) or adult answers NO to all three health questions

**Person Responsible**

**Activity**

Education Staff	1. Provide health staff list of classrooms with center-based participants for both HS and EHS.
Health Staff	2. Generate a current roster using 2125 in Child Plus.

	3. Note children not able to come in because they are quarantined and date they could return on list.
Health Staff/designee (wearing mask over mouth and nose)	4. Set up “health screening station” at the entrance(s) of each center (may be multiple check in stations as needed). You need <ul style="list-style-type: none"> <li>a. Thermometer (infrared no touch)</li> <li>b. Wipes</li> <li>c. a few extra disposable wipes</li> </ul>
Health Staff/designee (wearing mask over mouth and nose)	5. As parent/guardians bring children to be checked into program, remind them to <ul style="list-style-type: none"> <li>a. Adults and children over 2 years old wear their mask over mouth and nose</li> <li>b. stand in line 6’ apart</li> <li>c. approach “health screening station (s)” one at a time.</li> </ul>
Health Staff/designee	6. Do health screen for each adult and child coming to center.  7. If child and adult <b>pass health screen</b> , allow adult and child to come into center and take child to be signed into the classroom.  8. Have adult get squirt of hand sanitizer (cannot be used on children in center).
Adult accompanying child	9. Sign child in to center (on tablet) as come in to lobby and receive pen for classroom sign-in.
Adult accompanying child	10. Walk child down hall to classroom (no detours) holding child’s hand.  11. Sign child in at classroom door.  12. Walk back to door, drop pen in used pen basket and leave immediately (no detours), touching nothing and not stopping to talk.
Health Staff/designee	13. <b>If either child or adult fails the health screen</b> , send adult and child home. Explain: <ul style="list-style-type: none"> <li>a. Need to consult physician.</li> <li>b. Child unable to return to center until everyone in household is fever and symptom free without fever reducing medication for 24 hours and doctor’s note verifying child is able to return to school provided to center.</li> </ul>
	14. Give Center Assistant/Mgr list of children/adults failed COVID screener.
Center Assistant/Manager	15. Notify Center Educator, Family Engagement Coordinator and Health Services Coordinator that the child/adult failed COVID Screening.
Family Engagement Coord.	16. Notify child’s Family Engagement Advocate (FEA).
FEA	17. Follow up with the parent about the child’s condition and progress.
	18. Remind parent child MUST have return to school/doctor’s note to return to

	the center.
	19. Notify Center Educator, HSC, and FEC of the child's health status and results from the doctor appointment.
Health Staff, Education Staff, FE Staff	20. See <i>Health Referral - children who develop covid-19 symptoms while at school</i> procedure (#28 – end) for follow up for child/class/staff if someone in group has positive COVID diagnosis.

### HEALTH REFERRALS – CHILDREN WHO DEVELOP COVID-19 SYMPTOMS

**PURPOSE/SCOPE:** To assure that each child who is experiencing what may be COVID-19 symptoms while in the center is checked and appropriate follow-up and documentation are done.

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- CDC definition of exposure: *Having close contact (within 6 feet or less for a cumulative total of 15 minutes or more over a 24-hour period, this applies regardless of the use of face coverings) during the infectious period. Infectious period is 2 days prior to onset of symptoms, or 2 days prior to test date if asymptomatic until the point they enter isolation.*
- All children and caregivers are screened for COVID-19 before entering into the center each morning.
- Symptoms for both children and adults include: Fever (100.4 or higher), chills, cough, shortness of breath or difficulty breathing, fatigue, headache, muscle or body aches, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, confusion, loss of smell or taste.

**Person Responsible**

**Activity**

Health Ser.Coord. & others	1. Educate all Staff so they know potential symptoms of COVID-19.
Teacher/Intern/ Bus-Child Aides	2. When child develops possible COVID-19 symptoms at school (even though passed initial health screen on arrival), call office on intercom with "code C"; ask for health staff to come to room immediately.  3. Attend to child's immediate needs, then obtain an <i>Injury/Illness Report Form</i> (DHR Form)15H19.  4. On the <i>Injury/Illness Report Form</i> (DHR Form) fill out center, address, including street address, city, and county, child's name, date of birth, date, time illness occurred, parent/guardian's name. Describe in detail symptoms, and sign and date bottom of form.  5. Give forms to health staff/designee at time of report/as soon as possible.
Health Staff or, if not available Designated Education/Office Staff	6. Go to the classroom as quickly as possible.

	<p>7. Immediately screen child for symptoms (listed above) and take child's temperature using the infrared thermometer.</p> <p>a. If a fever (100.4 or higher) immediately remove child from classroom.</p> <p>b. If no fever, but is exhibiting other severe symptoms (2 or more symptoms) such as listed above remove child from classroom.</p> <p>8. Follow proper classroom sign out procedures.</p> <p>9. Provide a comfy area for child in the health area or other designated location that is at least 6 feet away from other staff and children.</p> <p>a. Allow child to sit quietly and play if chooses.</p> <p>b. Provide cot to lie down.</p> <p>c. <b>Important:</b> After child leaves see that cot and all bedding, toys, and anything that was touched are washed and disinfected.</p> <p>10. Document all information on <i>Letter— possible COVID symptoms</i> (1829 in dropbox)</p>
Health Staff or, if not available Designated Education/Office Staff	<p>11. Contact parent or caregiver.</p> <p>a. explain symptoms and that child must be picked up from center within 30 minutes.</p>
	<p>b. if unable to reach parent, contact other emergency contacts.</p> <p>c. document all attempts to contact parent/other on <i>sick child letter— possible COVID symptoms</i> (1829).</p> <p>d. document time the child was picked up.</p> <p>12. If unable to contact parent or other person on list, contact Family Engagement Advocate and/or Center Educator for help.</p> <p>a. continue to make child comfortable until parent comes to get child.</p> <p>b. if child is still in center at meal time, arrange for a meal (substitute so the child can tolerate as needed) to be brought from the kitchen.</p> <p>c. contact Health Services Coordinator and give this information to take to staff meeting.</p>
Health Staff or, if not available Designated Education/Office Staff	<p>13. When parent or other arrives discuss the symptoms and needs of the child and offer education as needed.</p> <p>a. explain as appropriate that child cannot return to school until after seen and cleared by his/her pediatrician with a return to school note provided to the center.</p> <p>b. explain that pediatrician or other health care professional must provide a note giving date child may return.</p> <p>c. tell parent/person picking up child that if the child receives a COVID diagnosis, to call health staff or other staff member parent is comfortable with to report diagnosis so appropriate action can be taken at the center.</p> <p>d. provide parent with a copy of sick child letter 1829.</p>
Office Staff	<p>14. Be sure person picking up child signs child out of center per procedure.</p>

	15. File copy of sick child letter and <i>Injury Illness Report Form</i> .
Health Staff	16. Document all information; may be needed for follow-up.  17. Follow up as needed, notify HSC with any diagnosis (if the child tested positive or negative)
Staff member who worked with child and family	18. Notify Health Services Coordinator of child's symptoms and need to follow up.
Health Services Coordinator	19. Notify Family Engagement Coordinator of child's symptoms and need to follow up.
Center Educator	20. Notify Maintenance (Janitorial) Manager of classroom & other spaces that need sanitizing and ensure protocols for cleaning are completed.  21. Check for completion and shares results with Maintenance Manager.
Janitorial Staff	22. Thoroughly clean and disinfect classroom and all other areas (ex. Health area) the child as in contact with at the center and/or bus.
Family Engagement Coordinator	23. Notify child's Family Engagement Advocate (FEA) to follow up with family after about two days to see how the child is doing.
FEA	23. Contact parent to check on child's condition and progress. 24. Remind parent child that MUST have doctor's note to return to center. 25. Notify Center Educator, HSC, and FEC of child's health status and results from doctor's appointment and if out for a while, of progress updates. 26. Assist family as needed.
FEA with Center Educator and Health Staff	27. If negative COVID-19 diagnosis, notify parents child may return to center 24 hours after the symptoms abate, providing center with return to school note from physician.
Center Educator with Health Staff	28. If Positive COVID-19 diagnosis, contact parents of all children in the child's classroom and, if applicable, the child's bus.  a. complete parent letter – <i>possible exposure</i> (1828 in dropbox) b. explain that their child was in potential contact with a child that has a positive diagnosis for COVID-19. c. recommend to self-quarantine and to watch carefully for symptoms (they can reference the list they were given at start of center year on line). d. explain that quarantined children must not come to the center for at least 14 days and that family will be notified when the classroom re-opens. e. arrange for parent to get back up learning packet from Education.  29. Close the classroom because in a preschool classroom it is not possible to reliably, consistently socially distance.

	<p>30. Notify any staff (including teachers, aides, and health staff) that were in direct contact with the child within the previous 2 days:</p> <ul style="list-style-type: none"> <li>a. send them home to self-quarantine for 10 days or 5 days with negative COVID test.</li> <li>b. arrange with teachers of affected classrooms to do virtual work with children as able while class is quarantined.</li> </ul> <p>31. Notify Health Services Coordinator of Positive COVID case.</p> <ul style="list-style-type: none"> <li>a. Give child's name, last date they were in the center, and date that the positive COVID test taken.</li> </ul>
Health Services Coordinator with Center Educator and FEAs	<p>32. Notify the parent(s) of the child that is COVID positive that their child must not return to the center for at least 10 days and must have a <i>"Return to School Note"</i>.</p>
Quarantined Staff	<p>33. Keep Supervisor and Coordinator apprised of any symptoms that arise. Teachers must follow virtual daily call in and virtual work protocols, immediately reporting any needs to supervisor.</p> <p>34. Other staff should check with supervisor for possible work that can be done from home while quarantined but not ill.</p>
FEA with Center Educator and Health Staff	<p>35. Follow up with all children that were sent home to be quarantined.</p> <ul style="list-style-type: none"> <li>a. recommend that if they have any symptoms, go to the doctor.</li> <li>b. explain that they cannot come into the center with any symptoms.</li> </ul>
Coordinators and pertinent staff	<p>35. Discuss during staff meeting any updates and changes in the diagnosis/concerns so appropriate action can be taken while keeping confidentiality.</p>